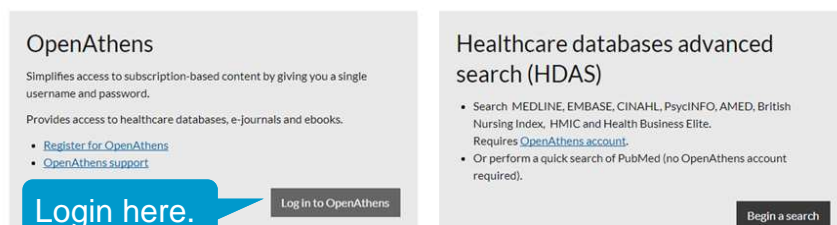


Managing your NHS OpenAthens Account

For all of these tasks please go to www.evidence.nhs.uk. Click on Journals and Databases option.



Scroll down to the OpenAthens section.



I have forgotten my NHS OpenAthens username.

You can sign-in to the Journals and Databases on using your email address and your password. *This must be the email you used when you registered.*

I need my NHS OpenAthens username to access other resources.

Login with your OpenAthens by using your email address. You will be able to see all your account details. (see screenshot overleaf).

I need to reset my OpenAthens password.

Click on [Login to NHS OpenAthens](#) and then on the [Forgot password?](#) link. You will be asked to supply your email address you registered with. If an account can be found an email will be sent to you with a link to click to create a password.

My OpenAthens administrator has asked me to change my password.

Login to NHS Evidence with your OpenAthens account. From your account details click on Change Password. Enter a new password twice.

I need to change my email address linked to my OpenAthens account.

Login to NHS Evidence with your OpenAthens account. From your account details click on Change email address or the edit button next to your email address. Enter your new email address twice. An email containing a link will be sent to your new email. Your email address will be changed after you click the link.

Things to remember when creating a password?

Passwords must be between 8 and 20 characters and contain a mix of letters and characters that are not letters. They are case sensitive.

Your OpenAthens account details.

My OpenAthens account	My account
My resources	Logged in as
Change password	Username
Change email address	Access rights expiry
Change organisation	Login with email address
Sign out	Personal Information
	Forename
	Surname
	Position
	Email Edit
	Organisation Edit
	My Administrator
	Name
	Email

How do I change my NHS organisation?

If you move to another NHS organisation you can transfer your NHS OpenAthens account. Login to NHS Evidence with your OpenAthens account. From your account details click on Change organisation or the edit button next to your organisation.

If you need to change your email address to your new organisation email address. You must do this before moving your account to your new organisation.

Update your details on the form and click change.

Please enter your organisation

Type the start of the organisation. If your NHS email matches your organisation email you will automatically be eligible for an account.

Your new organisation OpenAthens administrator will check your account and approve your transfer.

How do I renew my OpenAthens account?

NHS OpenAthens accounts are valid for two years unless you have indicated that you are on a fixed term contract.

You will be emailed an eligibility renewal link four weeks before your account eligibility expires. Once your eligibility expires you will be emailed a reminder. Three months after your eligibility has expired you will be emailed to warn you that your account will expire and will be deleted. You then have one month to renew your account before it is deleted.